

AGENDA
Senior Staff Meeting
Monday, 27 May 1963, 11:00 a.m.

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| 1. Decision Making Process of the White House
(12 min.) | Cooper |
| 2. European Trip
(12 min.) | Cline |
| 3. Office of Personnel Comments
a. Blood Donor Program
b. Savings Bond Drive
c. Special Interest Personnel Cases
d. Parents Insurance Program | Echols |
| 4. Comments
a. Professionalism Paper
b. Life Insurance Policies for which CIA
employees are eligible
c. Emergency Planning
d. Problems with DIA | Kirkpatrick |

29 May 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Senior Staff Meeting, 27 May 1963

1. Agenda.

See Attachment A.

2. European Trip.

See Attachment B which contains the principal remarks made by Mr. Cline.

3. Decision-making Process of the White House.

Mr. Cooper started by saying that the present White House group was distinctive on two accounts: it concentrated on foreign affairs and liked to work through people and not institutions. One hopeful sign is the decline of the task force.

a. NSC. A very flexible organization. Bundy decides on all agendas.

- (1) Executive Secretariat - Bromley Smith.
- (2) NSC itself.
- (3) Executive Committee. Used during Cuba.
- (4) NSC Standing Group. Every Tuesday at 5:00.
No alternates. Only one member to an agency.

b. Special Groups.

- (1)
- (2) SG/CI - chaired by Harriman.
- (3) SG/CI/Assistance - Mike Forrestal chairs.

c. Cabinet. Doesn't get into things much.

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- d. Rostow's Tuesday Lunches - planning group.
- e. White House Staff - Two groups, really indistinguishable.
 - (1) NSC staff.
 - (2) White House staff proper.

4. General Carter followed up on Mr. Cooper's remarks by saying it was vital that the office of the DDCI be kept informed of the results of meetings in Washington that concern the Agency. It is not safe to assume that the DCI, DDCI and Executive Director will know about them. Since the DCI has delegated, in his absence, all Agency responsibilities to the DDCI, he (DDCI) must be kept informed of everything.

5. Mr. Echols commented on four points.

- a. Blood Donor Program. We need new talent to give blood since "regulars" have accounted for a heavy percentage in the past. The summer months are lax for blood giving. A "recognition" program will be established.

- b. Savings Bond Drive. The Agency program is promising but not sensational.

- c. PAMA Insurance. The period for signing up goes only through the end of June.

- d. Special Interest Personal Cases. Although our choices for employment are not affected by applicants with special contacts, we do wish to make sure these cases are handled expeditiously and politely.

6. Mr. Kirkpatrick commented on these points:

- a. The Professionalism Paper. Since it is to be a living paper, Mr. Kirkpatrick asked that appropriate additions be supplied from time to time.

- b. Agency Life Insurance Policies. Supervisors should remind their people that the Agency has several very inexpensive policies for which all CIA employees are eligible.

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c. Emergency Planning. An updated CIA Master Emergency Plan is now being formulated which will be tied into the "DefCon" situation.

d. CIA/DIA Relations. Any unresolved problems should be referred to Mr. Kirkpatrick.



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Attachments A and B.

OAD:dm

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